

United States Bankruptcy Administrator
Middle District of North Carolina
Vacancy Announcement

POSITION: Bankruptcy Attorney

The Bankruptcy Attorney is a professional position in the Office of the Bankruptcy Administrator.

LOCATION: Middle District of North Carolina in the Greensboro, NC office.

OPENING DATE: May 18, 2005

CLOSING DATE: June 17, 2005 (must be received no later than 4 p.m. on 6/17/05)

Salary and Benefits Information: Positions in Office of the Bankruptcy Administrator are classified and paid under the Judiciary Salary Plan or the Court Personnel System. Salary is set to commensurate with experience. Federal benefits are available for most positions according to federal guidelines. All federal positions are subject to mandatory electronic funds transfer participation for payment of net pay. Court employees are not under the Civil Service System and are "at will" employees. They are, however, entitled to similar benefits including paid vacation, sick leave, choice of health benefit plans, and participation in the Federal Employees Retirement System.

Salary Range: \$57,610 - \$93,673 annually (CL29)

Representative duties: Prepares and tries cases in the U.S. Bankruptcy Court. Prepares pleadings, motions, interrogatories, and other legal documents, including briefs, and will be responsible for conducting discovery as appropriate for the preparation and presentation of evidence during the course of proceedings. Reviews pleadings, statements, applications, plans, disclosure statements, motions or other documents filed with the court for legal sufficiency and initiates and/or recommends appropriate strategy to the U.S. Bankruptcy Administrator. Performs legal research and prepares memoranda for own use and for the Bankruptcy Administrator. Provides technical assistance and responds to questions of trustees and other fiduciaries, court employees, and the public concerning case administration matters. Conducts formal training sessions and workshops for trustees and others.

Requirements: An applicant must possess a law degree and be licensed to practice before all courts in North Carolina. An undergraduate degree in accounting, business administration or related fields is desirable. Experience with bankruptcy matters is required. It is imperative that the attorney hired be able to fulfill the responsibilities of the position by self study and without significant training. Applicants must have a demonstrated ability to perform legal research and analysis. Knowledge of personal computers is desirable.

Travel to divisional court locations as well as debtor's locations throughout the Middle District of North Carolina will be required. Overnight travel, other than for training purposes, will be infrequent. Possession of a valid driver's license is required. Employees of the U.S. Bankruptcy Administrator are Excepted Service and are required to adhere to a Code of Conduct which will be made available for applicants. All applicants must be a United States citizen or otherwise eligible to work for the United States.

The Selection Process: The best qualified applicants will be invited for a personal interview at their own expense. Due to the volume of applications received, the Office of the Bankruptcy Administrator may only be able to communicate with those individuals who will be interviewed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview at their own expense. Travel and relocation expenses will not be paid. Once an applicant has been selected for employment, the applicant may be subject to a credit check and a criminal background check. The person selected may be considered as being hired on a "Provisional Hire" status. Therefore, prior to permanent appointment, applicants considered for this position may undergo a full federal background investigation. The selected applicant will be subject to a 12-month probationary period, and the appointee may be removed from the position for not performing duties at an acceptable level. The Office of the Bankruptcy Administrator reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.